

**NMP/EO (CODE 490) QUALITY RECORDS LIST, REV. 7.1**

|   |   |    |   |
|---|---|----|---|
| Sheet   | 1 | of | 2 |
| Original signed by <i>Timothy A. Klein</i><br>NMP/EO ISO Implementation Mgr.<br>Code 490 02/21/00 |   |    |   |
| Signature/Code/Date   |   |    |   |

| Process         | Quality Record Title/Number                             | Record Custodian  | File Location   | Retention Period   |
|-----------------|---|---|---|--|
| GPG 1410.1      | Directive Signature Copy (PG and WI) and GSFC Form 3-15 | 490/Program Business Manager/T. Klein                   | 16/8F/File  | Permanent – retire to FRC 5 years after cancellation or when superceded                        |
| GPG 1410.2      | Completed Configuration Change/ Approval Requests       | EO-1 Configuration Management On-Line Processing System | <a href="http://mtpeweb1.gsfc.nasa.gov/EO1-cm/">http://mtpeweb1.gsfc.nasa.gov/EO1-cm/</a> | Records may be retired to a FRC when 2 years old, destroyed when 15 years old                  |
| 400-PG-1440.7.1 | Quality Records List                                    | 490/Program Business Manager/T. Klein                   | 16/8F/File  | Destroy when 6 years old. Earlier disposal is authorized if records are superseded or obsolete |
|                 | Quality Records Coordinator Appointment Memo            | 490/Program Business Manager/T. Klein                   | 16/8F/File  | Until superceded   |
|                 | Quality Records List Approval Delegation Memo           | 490/Program Business Manager/T. Klein                   | 16/8F/File  | Until superceded   |
| GPG 3410.2      | QMS-Required OJT Training Forms (GSFC 17-112)           | 490/Project Support Manager/C. Simkins                  | 16/32/File  | Destroy on transfer or separation of employee, or when five years old                          |

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| Process                                      | Quality Record Title/Number  | Record Custodian  | File Location   | Retention Period   |
|--|--|---|---|--|
| GPG 3410.2 (cont.)                           | Employee Performance Communication System (EPCS)                                 | 490/Project Support Manager/C. Simkins                  | 16/32/File  | 4 years  |
|  | ISO Training Sign-in Sheets  | 490/Program Business Manager/T. Klein                   | 16/8F/File  | Destroy when 6 years old. Earlier disposal is authorized if records are superseded or obsolete |
| GPG 5100.1                                   | Purchase Requests (GSFC 18-27)   | Mission Business Manager/E. Blazosky                    | 16/22/PR Binder   | Life of contract/PO  |
| GPG 7120.1                                   | NMP/EO Program Plan (490-NMP-7120.1.1A)  | 490/Program Business Manager/T. Klein                   | 16/8F/File  | Permanent. Retire to FRC when 5 years old  |
| 490-PG-7120.1.1, NMP/EO Program Plan (cont.) | Review Packages for Program Reviews and Other Special Reviews of NMP/EO Projects | 490/NMP/EO Program Office/G. Araiza                     | 16/29/Library   | Permanent. Document may be retired to FRC 1 year after publication                             |
| GPG 7120.2                                   | NMP/EO-1 Project Plan (490-EO1-7120.2.1A)  | 490/Program Business Manager/T. Klein                   | 16/8F/File  | Permanent. Retire to FRC when 5 years old  |
| GPG 8700.2                                   | Configuration Management Records   | EO-1 Configuration Management On-Line Processing System | <a href="http://mtpeweb1.gsfc.nasa.gov/EO1-cm/">http://mtpeweb1.gsfc.nasa.gov/EO1-cm/</a> | Records may be retired to a FRC when 2 years old, destroyed when 15 years old                  |